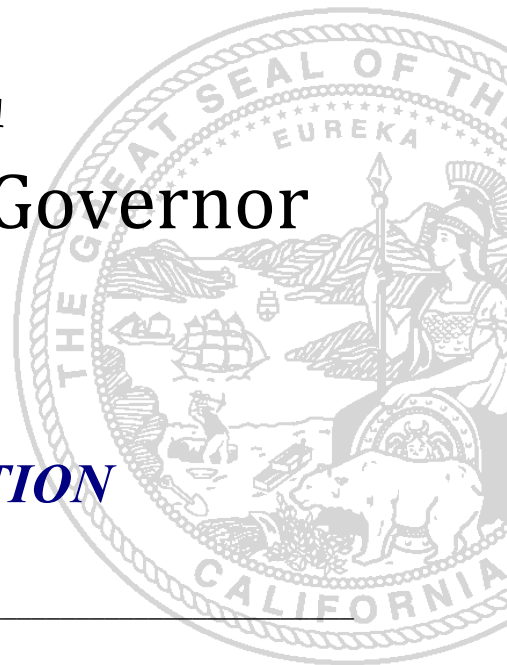


STATE OF CALIFORNIA

Office of the Lieutenant Governor

INTERNSHIP APPLICATION



Name (Last, First, MI): _____

Office applying for: ☐ Sacramento ☐ Los Angeles

Academic term applying for: ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Hometown: _____ Party affiliation (optional): _____

SECTION A: CONTACT INFORMATION

Mailing Address: _____

Permanent Address: _____

E-mail: _____

Home phone: _____ Cell phone: _____

SECTION B: RESUME

In addition to completing this application form, please submit your resume.

SECTION C: WRITTEN STATEMENT

Please submit a personal statement, not to exceed two pages. The selection panel is very interested in learning about you, your aspirations and why you think you would be a valuable addition. Use two pages as you wish, but do not write an autobiography, narrative resume or policy paper. Written statements must be typed using a 12-point font, double-spaced and with one inch margins. Your name should appear on the top of each page.

SECTION D: LETTERS OF RECOMMENDATION

Please enclose one recent letter of recommendation from a person with whom you are associated. We encourage letters from those familiar with your academic work. Feel free to submit supplemental letters. Each person providing a reference must seal it in a separate envelope, sign his/her name across the seal and return it to the applicant.

SECTION E: EDUCATION

High School: _____ City: _____ State: _____

Colleges & Universities:

Institution Name	Dates	Degree	Major	GPA

Overall undergraduate GPA: _____

Do you plan to do further graduate work? ☐ Yes ☐ No

If yes, what field of study? _____ What degree? _____

Minor(s) or relevant coursework concentration: _____

Occupational goal: _____

SECTION F: SCHOOL ACTIVITIES, HONORS, PUBLICATIONS

Please list you major extracurricular activities and level of participation. Include leadership positions and approximate dates you were involved. Also list major awards, other internship positions, or publications in which your work has appeared. (Attach additional sheets if necessary.)

SECTION G: VOLUNTARY COMMUNITY ACTIVITIES

Please list civic and social activities as well as those related to your profession or occupation. Indicate your level of participation and approximate dates you were involved. (Attach additional sheets if necessary.)

SECTION H: OTHER SKILLS

Please list any other special skills that may be beneficial to the Lieutenant Governor's Office. (For example: Are you fluent in another language? Do you have Web design experience or computer skills? Are you familiar with accounting?)

SECTION I: INTERNSHIP DETAILS

Are you eligible to receive college credit for this internship? ☐ Yes ☐ No

How many hours per week are you available? _____

What days? ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

For what period of time would you be able to commit to the internship? Start: _____ End: _____

SECTION J: MAILING INSTRUCTIONS

Enclose this application, written statement, resume and letters of recommendation in one envelope. Mail to the Office of Lieutenant Governor John Garamendi, ATTN: Internship Coordinator, State Capitol, Room 1114, Sacramento, CA 95814.

SECTION K: CERTIFICATION AND SIGNATURE

I certify that all of the statements contained in my application are true, complete and correct to the best of my knowledge.

Signature: _____ Date: _____